



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	1	General Provisions	
Section	4	Public access to records (N.J.A.C. 10:126-1.4)	

§10:126-1.4 Public access to records

(a) The Office of Licensing shall make the following items in its files available for public review:

1. Correspondence between the Office of Licensing and the sponsoring organization or other parties in matters pertaining to the Office of Licensing's review and inspection of the sponsoring organization;
2. Inspection/violation reports, where applicable, reflecting results of Office of Licensing inspections/reinspections of the sponsoring organization or of providers;
3. Forms and other standard documents used to collect routine data on the sponsoring organization and its program as part of its record of compliance with the Manual of Requirements;
4. Enforcement letters from the Office of Licensing requiring abatement of violations of the Manual of Requirements;
5. Completed complaint investigation reports, except for child abuse/neglect investigations or other information restricted from public access under the requirements of the State Child Abuse and Neglect Law or other State law; and
6. Any other documents, materials, reports or correspondence that would normally be included as part of the public record.

(b) The sponsoring organization shall make the following items in its files available for public review:

1. Applications for Certificates of Registration and related materials/documentation;
2. Copies of temporary and regular Certificates of Registration;

3. Correspondence between the sponsoring organization and the provider or other parties in matters pertaining to the sponsoring organization's monitoring or registration of the provider;

4. Evaluation/monitoring reports, where applicable, reflecting the results of the sponsoring organization's evaluation/monitoring of the provider;

5. Forms and other standard documents used to collect routine data on the provider as part of the provider's record of compliance with the Manual of Requirements;

6. Enforcement letters from the sponsoring organization requiring abatement of violations of the Manual of Requirements;

7. Correspondence to the sponsoring organization from the Office of